

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

To assign and review the work of assigned accounting clerical staff; to perform responsible technical accounting work in a specific area of assignment; and to provide technical support to assigned management personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from the other class within the series by the level of responsibility assumed the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of technical accounting duties and provides technical and functional supervision over accounting clerical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Accounting Manager.

Exercises technical and functional supervision over accounting clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Plan, assign, and review the work of assigned accounting clerical staff; prepare performance evaluations; train staff in accounting systems and procedures.
2. Maintain accounting records or systems such as accounts payable, accounts receivable, payroll, bond accounting, or change backs.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for accounting related functions; implement policies and procedures.
4. Open and close accounts; maintain various ledgers, registers and journals according to established account classifications.
5. Audit invoices; verify encumbrances; research discrepancies; approve payments and post to

- the proper account.
6. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
  7. May operate cash register, reconcile checking accounts, and perform general clerical duties such as typing and filing.
  8. Initiate accounting transfers; reconcile general ledger accounts with various registers.
  9. Plan, prioritize, assign, supervise and review the work of staff involved in assigned area; evaluate work of staff and review data input to verify accuracy.
  10. Research and answer employee and department questions regarding the status of accounts and payments, the proper coding of transactions and other matters.
  11. Provide technical information and instruction regarding applicable laws, procedures and new development.
  12. Prepare a variety of financial statements and statistical reports.
  13. Assign and supervise the work of subordinate personnel, including shifting assignments in order to provide cross training and meet prescribed deadlines and schedules.
  14. Evaluate the work load of subordinate personnel and modify it as necessary to comply with changing departmental needs and changing electronic data processing capabilities.
  15. Provide assistance in the design, control, operation, and enhancement of manual and computerized financial systems established for municipal accounting functions including budget/general ledger control, contracts/accounts payable, revenue/utilities billing, book investments, payroll and benefits, project cost accounting and fixed assets.
  16. Assist in the preparation of final and interim financial reports to City Council and City departments.
  17. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Technical and clerical accounting practices with particular reference to public accounting.
- B. Municipal accounting systems procedures and legal requirements.
- C. Modern accounting methods, procedures, and equipment.
- D. Principles and practices of financial record keeping and reporting.
- E. Modern office methods, procedures and equipment.
- F. Principles and practices of technical report writing.
- G. Principles of supervision, training, and performance evaluation.

Ability to:

- H. Operate a typewriter, calculator, computer terminal and other common office machines.
- I. Keep financial and statistical records and files.
- J. Collect and analyze data for statistical reporting.
- K. Meet strict state and federal deadlines.
- L. Establish and maintain effective working relationships with those contacted in the course of work.
- M. Communicate clearly and concisely, both orally and in writing.
- N. Perform assigned task using a Window base PC and Microsoft products.
- O. Research information using the Internet.
- P. Interpret computer reports.
- Q. Type at a speed necessary for successful job performance.

R. Supervise, train and evaluate subordinates.

#### EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible experience in performing technical accounting duties comparable to that of an Accounting Technician in the City of Hayward.

##### Training:

Equivalent to the completion of the twelfth grade supplemented by course work in accounting, business administration or a related field. AA degree in Accounting is desirable.

Probationary Period: One Year

100CS99

May 1990

May 1999

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt